Guidelines and Tips

Preparing Your Images for Submission

Photographing Your Art

- Photograph your art in the shade during daylight hours (ideally 10 am and Noon). This ensures plenty of ambient light regardless of it being a sunny or overcast day and the shade helps avoid wash out from too much light or cast shadows. 2D art MUST be photographed without glass to avoid glare and reflections across your work.

- When photographing 2d art, lay it on the ground and lean over it so your camera is centered over it or set it on an easel, straight up and down, making sure to center your camera to the art. When you view it through the camera try to make the area surrounding it straight on all sides. When photographing 3d art be sure to place the art on a solid colored drape to create a non-distracting background.

- Crop your photos so any background details are eliminated, including mat board, etc., so that **only the art us displayed.**

Formatting Your Photo(s) for Submission

No need to fret, there are a number of online editing programs to help you format your images successfully, some of which are free like, GIMP, or you can use Photoshop Elements or Corel – there are countless other options too. There are some helpful how-to YouTube videos out there too for your given editing program that will visually help step you through the process.

- **File format: Save your image as a JPEG, PNG or TIFF file.**

- Dimensions of your image – size the image so the longest side of the photo is 1920 pixels.

- **Image resolution (DPI) - at least 200 DPI or higher.**

- **Overall file size MUST be between 1 MB and 5MB.**

- **To properly identify your photo, label (name) each image, without spaces or punctuation as follows: Your last name, first name initial and number 1 or 2**   Example: JonesK1; JonesK2

Using a Smart Phone/iPhone as Your Camera

Get a copy of the image on your phone sent to your computer. To do this:

- Pull up the desired image. Look for the share symbol (looks something like a less than symbol <). Tap on the share symbol and choose to email it and when an email screen pulls up, enter your email. Then hit send.

- Check your email and open the one you sent yourself. Tap on the file and look for the pop up window that asks what you want to do : open the file or download it. **In this case you want <u>to download </u>and hit save, then <u>save as (now choose the file folder you want to store this image)</u> and hit save.**

- Done. When you want to send this image or others with your application email, just attach it like any other file attachment you wish to send.

Submitting Your Application & Image(s)

See attached Call to Artists and Show Application form